



## **Administrative Committee Agenda**

**DATE:** Wednesday, February 11, 2009

**TIME:** 10:00 A.M.–12:00 P.M.

**PLACE:** State Council Headquarters Office  
1507 21<sup>st</sup> Street, Suite 210  
Sacramento, CA 95811

### **Agenda**

**1. CALL TO ORDER:** (S. Dove)

**2. ESTABLISHMENT OF A QUORUM:** (S. Dove)

**3. PUBLIC COMMENTS:**

*Public Comments: [This section is for members of the public only; and is to provide the public an opportunity to comment and/or present information to the Committee on any matter that is not on the agenda. Each public member will be afforded up to three minutes to speak. Written requests, if any, will be considered first under this section. Additionally, the Committee will provide a public comment period not to exceed 5 minutes total for all public comments prior to Committee action on each agenda item.]*

**4. ACTION/DISCUSSION ITEMS:** (Items may be taken out of order to ensure appropriate flow of the meeting.)

**A. MINUTES FROM THE DECEMBER ADMINISTRATIVE MEETING:**

(Dove/Hannibal) **PURPLE**

**B. CHIEF DEPUTY REPORT:** (L. Hoirup)

**C. BUDGET DISCUSSION:** (A. Kerzin)

**D. 2009 DATE CALENDAR UPDATE:** (S. Dove/M. Good)  
(Current calendar included)

**5. NEXT MEETING DATE:** (S. Dove)  
April 22, 2009; 10:00 A.M.-12:00 P.M.

**6. ADJOURNMENT:** (S. Dove)



## **ADMINISTRATIVE COMMITTEE MINUTES**

**Wednesday, December 10, 2008**

### **Committee Members:**

Shirley Dove (Committee Chair)  
Lisa Cooley (Council Member)  
Marcy Good (Council Chair)

### **Staff Members:**

Alan Kerzin  
Laurie Hoirup  
Natalie Hannibal  
Kathy Barnes

### **Committee Members Absent:**

Ted Martens, Catherine Blakemore, Bill Moore, Brad Putz

### **1. CALL TO ORDER:**

10:22am by Committee Chair Shirley Dove

### **2. ESTABLISHMENT OF A QUORUM:**

No quorum was established – therefore no actions can be taken.

### **3. PUBLIC COMMENTS:**

Chair Dove requested comments from the public. Roberta Newton gave her public comments as a private citizen although Ms. Newton is the Executive Director of Area Board 10. She gave her work history and began discussing the current budgetary crisis and the needs of the Area Boards from her perspective. Chair Dove thanked Ms. Newton for her comments and stated that the Committee would discuss seriously the situation at hand with the budget crisis.

Chair Dove then turned to Executive Director (ED) Kerzin for his opinion on the subject. ED Kerzin stated that how the budget is allocated is subject to a staff management decision with the support of Council Leadership. Staff management was working diligently on what is a staggering process to obtain the fairest decision possible for all of SCDD as a whole. The Committee discussed staff vacancies and the current requirements for budget cuts.

The Committee requested staff to put together a budget recommendation based on current 2008/2009 fiscal year and 2009/2010 fiscal year. The committee decided to recommend to the Executive Committee that a budget workgroup be convened to discuss the SCDD budget and assist in the budgetary decisions.

### **4. ACTION/DISCUSSION ITEMS:**

#### **A. MINUTES FROM THE NOVEMBER ADMINISTRATIVE MEETING:**

No quorum. No corrections.

#### **B. CHIEF DEPUTY REPORT:**

Chief Deputy Director (CDD), Laurie Hoirup, began her report that the current Project Tool did not have any changes to date. She further stated staff management had several marathon budget meetings regarding the budget and that no answers were going to be

“good” but that they would strive to decide the most fair answer for all of SCDD. She stated she had a meeting on December 11, 2008 with the new Governor’s Appointments Secretary, Cathy Edson, to discuss Council appointments. gaining those appointments are critical due to the June term-out of current Council members. She stated she had a successful meeting with CDSS and Council TECs will be more timely in the future.

In closing, CDD Hoirup proposed a recommendation of the “Go Green” project from staff in their efforts to be cost effective proposed to the Administrative Committee to recommend to the Executive Committee that staff be allowed to change the process of mailing out hardcopy Council and Committee meeting packets. The process would entail e-mailing out packets to members and placing meeting packets on the SCDD website. Staff time and postage would be reduced significantly. Hardcopies would be mailed out to Committee and Council members who still wish to receive them. E-mail copies would be sent to Area Boards.

Chair Dove clarified the Administrative Committee can only recommend the idea be moved forward to the Executive Committee but cannot vote on it due to the lack of a quorum. The Administrative Committee decided to recommend the “Go Green” project to the Executive Committee. The Administrative Committee commended staff very highly for their creative thinking.

**C. BUDGET DISCUSSION:**

Discussed under Public Comments.

**D. GRANT CONFLICT OF INTEREST POLICY**

ED Kerzin stated that as a follow-up from the council meeting, Staff Council, Melissa Corral drafted a Grant Conflict of Interest Policy. He stated that Vice Chair Ted Martens suggested the policy remain with the Administrative Committee to review the impact on UCEDDS the ARC of CA. and others. He gave a background on the Council’s decision about the grants.

Chair Dove requested staff to send the policy to Vice Chair Martens and Bill Moore for their review.

**E. 2009 MEETING DATE CALENDAR:**

The Administrative Committee discussed and decided their meeting dates for the 2009 Committee meeting calendar.

**5. NEXT MEETING DATE:**

February 11, 2009; 10:00am – 12:00pm.

**6. ADJOURNMENT:**

Meeting adjourned at 12:00pm.



**Agenda Item: 4.C.**  
**Date: February 11, 2009**  
**Meeting: Administrative Committee**

**Detail Sheet for:**  
**Budget Workgroup Recommendations**

**What is this agenda item about?**

The Budget Workgroup met and discussed the possibility of reducing the amount awarded in Cycle 32 of the grant program and allocating those funds to the area boards in an effort to fund the area boards at a sustainable level.

**What has the Council done about this so far?**

The Council established the Budget Workgroup to examine the funding levels of the entire Council and the current allocation process. The Budget Workgroup was then to recommend changes that would fill the shortfall that exists in the budgets of the area boards and present those recommendations to the Administrative Committee.

**What needs to be decided at this meeting?**

The Administrative Committee needs to decide if reducing the amount awarded in Cycle 32 of the grant program by approximately \$522,000 and allocating those funds to the area boards is an effective use of Federal funds. If they agree with this premise, then the issue will be taken up by the full Council at the March Council Meeting.

**What is the committee or staff recommendation?**

The Budget Workgroup recommends reducing the amount awarded in Cycle 32 of the grant program by approximately \$522,000 and allocating those funds to the area boards.

**Are there attachments?**

Yes.

This detail sheet was prepared by Mike Danti & Kathy Barnes. If there is anything about this detail sheet that you do not understand, please call 916-322-8481 or email [mike.danti@scdd.ca.gov](mailto:mike.danti@scdd.ca.gov) or [kathy.barnes@scdd.ca.gov](mailto:kathy.barnes@scdd.ca.gov).

**Area Board Operations**  
**Estimated Cost for Making Area Board Allocations Whole**  
**Fiscal Year 2009-10**

	<b>Salary Savings</b>	<b>Benefits</b>	<b>OE&amp;E*</b>	<b>Required Augmentation</b>
<b>AB 1</b>	\$12,723	\$4,580	\$20,267	\$37,570
<b>AB 2</b>	\$13,161	\$4,738	\$19,128	\$37,027
<b>AB 3</b>	\$16,595	\$5,974	\$20,801	\$43,370
<b>AB 4</b>	\$10,616	\$3,822	\$20,674	\$35,112
<b>AB 5</b>	\$12,771	\$4,598	\$20,968	\$38,337
<b>AB 6</b>	\$12,418	\$4,470	\$21,079	\$37,967
<b>AB 7</b>	\$13,010	\$4,684	\$21,222	\$38,916
<b>AB 8</b>	\$9,495	\$3,418	\$18,941	\$31,854
<b>AB 9</b>	\$12,159	\$4,377	\$23,282	\$39,818
<b>AB 10</b>	\$21,587	\$7,771	\$20,907	\$50,265
<b>AB 11</b>	\$13,084	\$4,710	\$22,126	\$39,920
<b>AB 12</b>	\$10,431	\$3,755	\$21,925	\$36,111
<b>AB 13</b>	\$14,975	\$5,391	\$19,081	\$39,447
<b>AB OPS</b>	\$12,401	\$4,464	\$0	\$16,865
<b>Totals</b>	<b>\$185,426</b>	<b>\$66,753</b>	<b>\$270,401</b>	<b>\$522,580</b>

\* Based on maintaining the Discretionary OE&E Funding at the 2007-08 level.